



AN AASIS TRAINING GUIDE

Payroll Due To / Due From using the Trial Balance



**BEST IF PRINTED IN
SLIDE VIEW**



Payroll Due To / Due From using the Trial Balance

- Enables agencies to determine any outstanding payroll due to / due from amounts for closed pay periods June 24, 2001 thru May 25, 2002 that MUST be cleared.
- This reporting tool allows Agencies to verify the amount of money needed in the agency's fund(s) for outstanding balances to be transferred to the payroll paying fund.
- To run this report, you will need the role of Agency FI Display All.



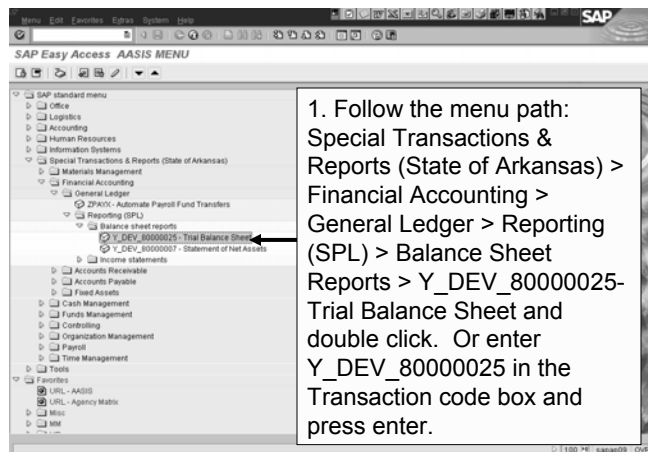
Payroll Due To / Due From using the Trial Balance

- It's important to note that this report is used in conjunction with the GD20 when researching any outstanding payroll due to / due from amounts.



Payroll Due To / Due From using the Trial Balance

- The screen shots that follow provide step by step instructions on how to generate the Payroll Due To / Due From using the Trial Balance.
- The follow-on functions such as downloading to desktop applications like excel, pivot table, or access can be found in the generating report handbook located on the AASIS website at:
http://aasis.state.ar.us/Training/Courses/Special_Topics.htm





The screenshot shows the SAP 'Trial Balance sheet: Selection' dialog box. It has a menu bar (Program, Edit, Goto, Environment, System, Help) and a toolbar. The 'Selection' section contains fields for 'Fiscal year' (set to 2002), 'Period from' (set to 1), and 'Period to' (set to 12). The 'Selection groups' section has a table with columns for group type, value, and range. The table is as follows:

Selection groups	Account group	Or value(s)	Agency group	Or value(s)	Fund group	Or value(s)
	2F1-TRIAL-BALANCE					
		to		to		
				to		
				to		

Annotations with arrows point to specific fields:

- Annotation 1: Points to the 'Fiscal year' field (2002).
- Annotation 2: Points to the 'Period from' field (1) with the text: "2. This information defaults. Delete the '1' in the 'Period from' field. Do not delete the other information."
- Annotation 3: Points to the 'Agency group' field (2F1-TRIAL-BALANCE) with the text: "3. Enter the agency's Business Area."
- Annotation 4: Points to the 'Extract parameters...' button with the text: "4. Click to execute."

The status bar at the bottom shows: OP3HS2868X5220F3PB2LIMCTU100 sapap09 INS



5. Select 'Fund'.

6. Select each fund(s), one at a time, from which payroll is paid and complete steps 7-14 for each fund.

7. To view line item amounts that make-up the balance, double-click on the actual line item amount in the 'Balance' column for Due To / Due From Clearing.

Variation: Characteristics		Debit		Credit		Balance	
Period	Fund						
Variation: Fund							
AL40000 AL40000		3000500001 Cash Journal MFT 0540 - G2 001	88,880.88	(88,880.00)			
5042100 5042100		* Cash To Fund	88,880.88	(88,880.00)			
ET00100 ET00100		5000010000 Cash in State Treasury	30,730.50	(1,452.00)			27,300.50
ET00100 ET00100		5000010001 Cash in State Treasury - Output		(21,730.00)			(21,730.00)
ET00100 ET00100		5000010002 Cash in State Treasury - Input	66,780.48	(30,730.50)			36,049.98
ET00100 ET00100		5000010003 Cash in State Treasury - RPT-0	1,452.00	(2,478.00)			(1,026.00)
ET00100 ET00100		* Cash in State Treasury	107,862.28	(94,922.50)			12,939.78
ET00100 ET00100		5000020000 Due To / Due From Clearing	55,236.75	(55,236.75)			(9,736.20)
ET00100 ET00100		* Interfund Receivable	55,236.75	(55,236.75)			
ET00100 ET00100		2500000000 Vendor Accounts Payable	2,436.72	(2,436.72)			
ET00100 ET00100		* Vendor Payables	2,436.72	(2,436.72)			
ET00100 ET00100		2500000001 Due To Other Funds	287.45	(287.45)			
ET00100 ET00100		* Interfund Due To	287.45	(287.45)			
ET00100 ET00100		4400000000 Miscellaneous Receipts		(63,000.00)			
ET00100 ET00100		* IB - Miscellaneous	59,270.51	(63,000.00)			
ET00100 ET00100		5000000000 00 - Regular Salaries	4,226.79	(6,188.71)			
ET00100 ET00100		5000000000 00 - PICA & Medicare Expense	2,478.00	(847.91)			
ET00100 ET00100		5000000000 00 - Social Security Expense - Me	3,976.65				
ET00100 ET00100		5000000000 00 - Unemployment Compensation	30.72	(30.00)			
ET00100 ET00100		5000000000 00 - Workers Compensation From	63,376.80	(6,784.93)			
ET00100 ET00100		* Salary Expense	2,300.70	(3,288.06)			
ET00100 ET00100		5000020000 Intra-Agency Transfers In		(7,230.00)			
ET00100 ET00100		* Transfer In	325,370.62	(325,370.62)			
ET00100 ET00100		** BALANCE					

8. Double-click on
'Actual Line Items for Table ZFINLEDT'



SAP

Actual Line Items for Table ZFINLED7

FS-SL document Line item detail Legend Other list variant

Ledger 25 Fiscal year 2002 Other list variant F7
Record type 0 Company code 005

B	Doc-Nr	Line-Item	Post-Date	Debit	Credit	Debit	Credit	Cost-Obj	FM	Order	Min-Amount	Debit	Post-Str	FM
1	1002793032	000000	12/14/2001	1160000000	0549	2903711	000			P	000100			GENER
1	1003201150	000000	12/12/2001	1160000000	0549	12000209	000			P	000100			GENER
1	1003306700	000000	12/20/2001	1160000000	0549	20000000	000			P	000100			GENER
1	1003306440	000000	12/27/2001	1160000000	0549	12000000	000			P	000100			GENER
1	1003470614	000000	01/11/2002	1160000000	0549	20000431	000			P	000100			GENER
1	1003516477	000000	04/19/2002	1160000000	0549	12000701	000			P	000100			GENER
1	1003730812	000000	01/25/2002	1160000000	0549	2000700	000			P	000100			GENER
1	1003730800	000000	01/25/2002	1160000000	0549	12000700	000			P	000100			GENER
1	1004220520	000000	02/09/2002	1160000000	0549	7100000	000			P	000100			GENER
1	1004301045	000000	02/22/2002	1160000000	0549	7110001	000			P	000100			GENER
1	1004403920	000000	02/21/2002	1160000000	0549	12000000	000			P	000100			GENER
1	1004502017	000000	02/07/2002	1160000000	0549	12000000	000			P	000100			GENER
1	1005254152	000000	03/08/2002	1160000000	0549	7110000	000			P	000100			GENER
1	1005254144	000000	03/08/2002	1160000000	0549	7110000	000			P	000100			GENER
1	1005730720	000000	03/22/2002	1160000000	0549	7120000	000			P	000100			GENER
1	1005827407	000000	04/05/2002	1160000000	0549	71300770	000			P	000100			GENER
1	1006020520	000000	04/04/2002	1160000000	0549	12000000	000			P	000100			GENER
1	1006300070	000000	03/21/2002	1160000000	0549	12000000	000			P	000100			GENER
1	1007000500	000000	04/19/2002	1160000000	0549	71300200	000			P	000100			GENER
1	1007007571	000000	04/20/2002	1160000000	0549	7143224	000			P	000100			GENER
1	1007406511	000000	05/04/2002	1160000000	0549	12010000	000			P	000100			GENER
1	1007703192	000000	05/17/2002	1160000000	0549	7143200	000			P	000100			GENER
1	1007741300	000000	05/13/2002	1160000000	0549	12011771	000			P	000100			GENER

* Sum total

100 PY sapap02 OK



12. Click on sort.

11. Highlight the 2nd Fund 'Payroll'.

13. Scroll down to the bottom of this screen.

14. The Payroll combination "Sum total" should be '0.00', if your agency has paid all payroll obligations. If a negative balance is reflected here, then your agency owes the payroll paying fund. Follow the procedures outlined in the next few pages.

BY	Posting Date	Ref	Debit	Credit	Balance					
12/14/2001	414262	2002	000		65.28 USD					
12/15/2001	1206208	2002	000		65.28 USD					
12/20/2001	426207	2002	000		- 71.21 USD					
12/27/2001	1206208	2002	000000	12/27/2001	5	000000	1001007400	USD		
01/11/2002	448710	2002	000000	01/09/2002	4	000000	1001470614	USD		
01/16/2002	12061981	2002	000000	01/16/2002	3	000000	1001514417	USD		
01/23/2002	404620	2002	000000	01/23/2002	4	000000	1001700912	USD		
01/25/2002	12061933	2002	000000	01/25/2002	3	000000	1001700912	USD		
02/06/2002	406176	2002	000000	02/06/2002	4	000000	1004292520	USD		
02/22/2002	12061933	2002	000000	02/22/2002	3	000000	1004310483	USD		
02/27/2002	12060508	2002	000000	02/27/2002	3	000000	1004310483	USD		
03/07/2002	12060508	2002	000000	03/07/2002	3	000000	1004310483	USD		
03/08/2002	12060508	2002	000000	03/08/2002	3	000000	1004310483	USD		
03/09/2002	12060508	2002	000000	03/09/2002	3	000000	1004310483	USD		
03/12/2002	12060508	2002	000000	03/12/2002	3	000000	1004310483	USD		
03/13/2002	12060508	2002	000000	03/13/2002	3	000000	1004310483	USD		
03/14/2002	12060508	2002	000000	03/14/2002	3	000000	1004310483	USD		
03/15/2002	12060508	2002	000000	03/15/2002	3	000000	1004310483	USD		
03/16/2002	12060508	2002	000000	03/16/2002	3	000000	1004310483	USD		
03/17/2002	12060508	2002	000000	03/17/2002	3	000000	1004310483	USD		
03/18/2002	12060508	2002	000000	03/18/2002	3	000000	1004310483	USD		
03/19/2002	12060508	2002	000000	03/19/2002	3	000000	1004310483	USD		
03/20/2002	12060508	2002	000000	03/20/2002	3	000000	1004310483	USD		
03/21/2002	12060508	2002	000000	03/21/2002	3	000000	1004310483	USD		
03/22/2002	12060508	2002	000000	03/22/2002	3	000000	1004310483	USD		
03/23/2002	12060508	2002	000000	03/23/2002	3	000000	1004310483	USD		
03/24/2002	12060508	2002	000000	03/24/2002	3	000000	1004310483	USD		
03/25/2002	12060508	2002	000000	03/25/2002	3	000000	1004310483	USD		
03/26/2002	12060508	2002	000000	03/26/2002	3	000000	1004310483	USD		
03/27/2002	12060508	2002	000000	03/27/2002	3	000000	1004310483	USD		
03/28/2002	12060508	2002	000000	03/28/2002	3	000000	1004310483	USD		
03/29/2002	12060508	2002	000000	03/29/2002	3	000000	1004310483	USD		
03/30/2002	12060508	2002	000000	03/30/2002	3	000000	1004310483	USD		
03/31/2002	12060508	2002	000000	03/31/2002	3	000000	1004310483	USD		
04/01/2002	12060508	2002	000000	04/01/2002	3	000000	1004310483	USD		
04/02/2002	12060508	2002	000000	04/02/2002	3	000000	1004310483	USD		
04/03/2002	12060508	2002	000000	04/03/2002	3	000000	1004310483	USD		
04/04/2002	12060508	2002	000000	04/04/2002	3	000000	1004310483	USD		
04/05/2002	12060508	2002	000000	04/05/2002	3	000000	1004310483	USD		
04/06/2002	12060508	2002	000000	04/06/2002	3	000000	1004310483	USD		
04/07/2002	12060508	2002	000000	04/07/2002	3	000000	1004310483	USD		
04/08/2002	12060508	2002	000000	04/08/2002	3	000000	1004310483	USD		
04/09/2002	12060508	2002	000000	04/09/2002	3	000000	1004310483	USD		
04/10/2002	12060508	2002	000000	04/10/2002	3	000000	1004310483	USD		
04/11/2002	12060508	2002	000000	04/11/2002	3	000000	1004310483	USD		
04/12/2002	12060508	2002	000000	04/12/2002	3	000000	1004310483	USD		
04/13/2002	12060508	2002	000000	04/13/2002	3	000000	1004310483	USD		
04/14/2002	12060508	2002	000000	04/14/2002	3	000000	1004310483	USD		
04/15/2002	12060508	2002	000000	04/15/2002	3	000000	1004310483	USD		
04/16/2002	12060508	2002	000000	04/16/2002	3	000000	1004310483	USD		
04/17/2002	12060508	2002	000000	04/17/2002	3	000000	1004310483	USD		
04/18/2002	12060508	2002	000000	04/18/2002	3	000000	1004310483	USD		
04/19/2002	12060508	2002	000000	04/19/2002	3	000000	1004310483	USD		
04/20/2002	12060508	2002	000000	04/20/2002	3	000000	1004310483	USD		
04/21/2002	12060508	2002	000000	04/21/2002	3	000000	1004310483	USD		
04/22/2002	12060508	2002	000000	04/22/2002	3	000000	1004310483	USD		
04/23/2002	12060508	2002	000000	04/23/2002	3	000000	1004310483	USD		
04/24/2002	12060508	2002	000000	04/24/2002	3	000000	1004310483	USD		
04/25/2002	12060508	2002	000000	04/25/2002	3	000000	1004310483	USD		
04/26/2002	12060508	2002	000000	04/26/2002	3	000000	1004310483	USD		
04/27/2002	12060508	2002	000000	04/27/2002	3	000000	1004310483	USD		
04/28/2002	12060508	2002	000000	04/28/2002	3	000000	1004310483	USD		
04/29/2002	12060508	2002	000000	04/29/2002	3	000000	1004310483	USD		
04/30/2002	12060508	2002	000000	04/30/2002	3	000000	1004310483	USD		
05/01/2002	12060508	2002	000000	05/01/2002	3	000000	1004310483	USD		
05/02/2002	12060508	2002	000000	05/02/2002	3	000000	1004310483	USD		
05/03/2002	12060508	2002	000000	05/03/2002	3	000000	1004310483	USD		
05/04/2002	12060508	2002	000000	05/04/2002	3	000000	1004310483	USD		
05/05/2002	12060508	2002	000000	05/05/2002	3	000000	1004310483	USD		
05/06/2002	12060508	2002	000000	05/06/2002	3	000000	1004310483	USD		
05/07/2002	12060508	2002	000000	05/07/2002	3	000000	1004310483	USD		
05/08/2002	12060508	2002	000000	05/08/2002	3	000000	1004310483	USD		
05/09/2002	12060508	2002	000000	05/09/2002	3	000000	1004310483	USD		
05/10/2002	12060508	2002	000000	05/10/2002	3	000000	1004310483	USD		
05/11/2002	12060508	2002	000000	05/11/2002	3	000000	1004310483	USD		
05/12/2002	12060508	2002	000000	05/12/2002	3	000000	1004310483	USD		
05/13/2002	12060508	2002	000000	05/13/2002	3	000000	1004310483	USD		
05/14/2002	12060508	2002	000000	05/14/2002	3	000000	1004310483	USD		
05/15/2002	12060508	2002	000000	05/15/2002	3	000000	1004310483	USD		
05/16/2002	12060508	2002	000000	05/16/2002	3	000000	1004310483	USD		
05/17/2002	12060508	2002	000000	05/17/2002	3	000000	1004310483	USD		
05/18/2002	12060508	2002	000000	05/18/2002	3	000000	1004310483	USD		
05/19/2002	12060508	2002	000000	05/19/2002	3	000000	1004310483	USD		
05/20/2002	12060508	2002	000000	05/20/2002	3	000000	1004310483	USD		
05/21/2002	12060508	2002	000000	05/21/2002	3	000000	1004310483	USD		
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05/23/2002	12060508	2002	000000	05/23/2002	3	000000	1004310483	USD		
05/24/2002	12060508	2002	000000	05/24/2002	3	000000	1004310483	USD		
05/25/2002	12060508	2002	000000	05/25/2002	3	000000	1004310483	USD		
05/26/2002	12060508	2002	000000	05/26/2002	3	000000	1004310483	USD		
05/27/2002	12060508	2002	000000	05/27/2002	3	000000	1004310483	USD		
05/28/2002	12060508	2002	000000	05/28/2002	3	000000	1004310483	USD		
05/29/2002	12060508	2002	000000	05/29/2002	3	000000	1004310483	USD		
05/30/2002	12060508	2002	000000	05/30/2002	3	000000	1004310483	USD		
05/31/2002	12060508	2002	000000	05/31/2002	3	000000	1004310483	USD		
06/01/2002	12060508	2002	000000	06/01/2002	3	000000	1004310483	USD		
06/02/2002	12060508	2002	000000	06/02/2002	3	000000	1004310483	USD		
06/03/2002	12060508	2002	000000	06/03/2002	3	000000	1004310483	USD		
06/04/2002	12060508	2002	000000	06/04/2002	3	000000	1004310483	USD		
06/05/2002	12060508	2002	000000	06/05/2002	3	000000	1004310483	USD		
06/06/2002	12060508	2002	000000	06/06/2002	3	000000	1004310483	USD		
06/07/2002	12060508	2002	000000	06/07/2002	3	000000	1004310483	USD		
06/08/2002	12060508	2002	000000	06/08/2002	3	000000	1004310483	USD		
06/09/2002	12060508	2002	000000	06/09/2002	3	000000	1004310483	USD		
06/10/2002	12060508	2002	000000	06/10/2002	3	000000	1004310483	USD		
06/11/2002	12060508	2002	000000	06/11/2002	3	000000	1004310483	USD		
06/12/2002	12060508	2002	000000	06/12/2002	3	000000	1004310483	USD		
06/13/2002	12060508	2002	000000	06/13/2002	3	000000	1004310483	USD		</



Payroll Due To / Due From using the Trial Balance

- In order to research a negative payroll sum total balance of your agency's fund, you will need to go to the tutorial for Payroll Due To / Due From using the GD 20 located at http://aasis.state.ar.us/msofficedocs/courseware/Tutorial-Payroll_Cash_Transfers.ppt. This report shows line items that can be 'drilled down' to see details.



Payroll Due To / Due From using the Trial Balance

To clear outstanding Due To/Due From amounts for closed periods, follow the procedures below:

- Align Agency Funds using the Cash Operating Transfer Form and process internally. For Service Bureau Agencies, complete and submit the Cash Operating Transfer form for Service Bureau Agencies for processing. The Cash Operating Transfer form is located on the AASIS website at
<http://aasis.state.ar.us/msofficedocs/FIpayrollprocess2.doc>



Payroll Due To / Due From using the Trial Balance

To clear outstanding Due To/Due From amounts for closed periods, follow the procedures below (continued):

- Complete the Payroll Fund Transfer form located on the AASIS website at http://aasis.state.ar.us/msofficedocs/FormsInstructions/Request_for_Payroll_Funds_Transfer.doc
- Send the Payroll Fund Transfer form to Catherine Hickerson in the Office of Accounting. You may call Catherine at 682-5402 or email her at catherine.hickerson@dfa.state.ar.us.